

Columbus ISD

Student Transfer Information and Procedural Checklist

Attached is a copy of Columbus ISD's Student Transfer Policy, FDA (Local) for your review. Pertinent information is contained within this policy and we highly recommend that you read it in its entirety and ask for clarification if needed. Transfer procedures are outlined below:

The parent / guardian / adult student must complete and, or, provide the following and then schedule a meeting with the campus principal to review the information. All requested information must be completed before the application will be considered.

_____ Transfer Student Information / Request Sheet

_____ Previous year's report card

_____ Previous year's assessment results (i.e., TAKS, ITBS, etc)

_____ Previous year's attendance report from the school

_____ Previous year's discipline report from the school (i.e., a discipline print out and, or, a letter from the previous administrator on school letterhead with an original signature stating the number of referrals with their incident codes and a brief description of the behavior).

Campus Administrator's recommendation regarding the transfer request of

_____ :

Student Name

_____ I recommend the transfer of the above named student to Columbus ISD.

_____ I do not recommend the transfer of the above named student to Columbus ISD.

Comments:

Campus Principal

Campus

Superintendent's action:

_____ I approve the transfer request of the above named student for the _____ school year.

_____ I do not approve the transfer request of the above named student for the _____ school year.

Comments: _____

Robert O'Connor, Superintendent of Schools
Columbus ISD

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